

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS DEL PASO MANOR WATER DISTRICT

APRIL 23, 2020

6:30 PM

Teleconference Meeting due to Coronavirus Pandemic

The Board of Directors of the Del Paso Manor Water District convened a Special Board Meeting using the "GoToMeeting" teleconference system on April 23, 2020 at 6:30 p.m.

Call to Order:

President Lenahan called the meeting to order at 6:30 p.m.

Pledge of Allegiance:

N/A due to teleconference

Roll Call:

Directors Present: Marissa Burt, John Lenahan, Gregory Schneider, & Andrew Ping
Directors Absent: Robert Matteoli
Staff Present: None
Legal Counsel Present: None
Public Present: Several members of the public were on the conference call.

Announcements:

Director Matteoli announced that he would not be participating in this workshop for the following three reasons: 1. Non-compliance with Water Code Section 30541, 2. The absence of legal counsel, and 3. The absence of the District's Management Consultant. Director Matteoli signed off and will be marked as absent.

Public Comment:

None

Items for Discussion and/or Action:

1. Master Plan RFP Workshop

Director Schneider stated that in his opinion this Master Plan Update is not a staffing plan, rate study, or operations plan.

Director Burt stated that this new plan should be a 'living document' with continuous update by District staff. She suggested that 1) President Lenahan create an Ad-Hoc Committee with herself and Director Schneider as members to create the new RFP, or 2) have her work with Management Consultant Jeff Nelson to execute the RFP.

President Lenahan directed Director Burt to create the new document draft, have Mr. Nelson review it, and bring to the May 5, 2020 Regular Board Meeting for the Board to review and possibly approve. President Lenahan declined to create an Ad-Hoc Committee.

Public Comment:

Carol Rose proposed waiting for a new GM to create the Master Plan Update RFP

2. Policy and Procedure Manual Workshop

Director Burt gave background: The draft manual was created by an Ad-Hoc committee with members Director Burt and former Director Harrington. The template was purchased from CSDA. The template contained an Employee Manual section that was not used in the creation of this draft. Director Burt stated that all formatting issues will be corrected before the draft is finalized and do not need to be pointed out at this time.

With Director Burt facilitating, the Board went through the 90-page document page-by-page and each Director proposed changes/corrections. The completed document will receive one final review by Legal Counsel and be brought back to the Board for possible approval at a future Regular Meeting.

Public Comment:

Carol Rose suggested that the copying cost of Public Records Requests be changed to reflect the current cost of \$.15 per copy. The Board agreed with that change. President Lenahan stated that a request for the recording of a Board Meeting teleconference would cost \$20.00 and be provided on a memory stick.

Adjournment:

President Lenahan adjourned the meeting at 8:38 p.m.

Next scheduled meeting: May 5, 2020 Regular Board Meeting



John Lenahan, President



Gregory Schneider, Secretary